



Take Me Home Pet Rescue Board of Directors Meeting Minutes

October 11, 2017 6:30 PM

Attendees: Dana Huffman, Deborah Connors, Deana Seigler, Becky Hull, Melissa Keeling, Vanessa Vandiver, Stacy Holton

The meeting started at 6:40 at the TMHPR Adoption Center.

Approval of Prior Minutes --

Melissa made a motion to approve the minutes from the September meeting, Deborah seconded the motion, and it was unanimously approved.

Discussion items

1. Financial Update -- Still operating at a loss for the year, but still haven't received the NTXGD proceeds so that will adjust in the future. Not as many donations for individual animals this year, but we will hold off on Razoos until after AHOTO.
2. Chewy Update
 - a. Waivers -- We can pre-fill in the list of donations they are getting so it doesn't have to be filled out each week. Would be good to add a check box for whether or not they are a 501(c)3. Dana will make those changes. We are all in agreement with starting to use the form with those changes.
 - b. Financial Criteria to receive donations -- remains on a case by case basis
 - c. Accounting for donations to organizations that are not 501(c)3 -- Since the Chewy donations are considered damaged, we do not have to keep track of them. We do need to keep a list of donations that come through people via Amazon, etc.
 - d. Donated warehouse space for sorting/storage -- Deborah will email our landlord to see if he has any space sitting empty that he would donate to us for Chewy.
 - e. Dawn Hunck and Melanie Bullock have stepped up to run Project Chewy administration.



3. Operations Manager Update -- Ceiling tile replacements are in work, painting soon and cleaning the windows. The new internet is amazing. Marlee's adopter wants to meet with us to write grants. The golf tournament on 11/13 fell through.
4. Animal Update
 - a. Sandy - Discussed the plan forward on feeding stations.
 - b. Harlow - Becky gave an update on her status.
5. Update on actions for Ben Stolz
 - a. Bylaws -- We need to create a corporate book. We will plan to finalize and approve the bylaws at the 11/8 meeting
 - b. Waivers (foster, volunteer) -- replace NPO with TMHPR, add something for the volunteer to acknowledge receipt of the volunteer info we give out on animal bites and zoonoses diseases.
 - c. Secretary of State Filing -- Still hasn't been updated
 - d. State trade/service mark -- Dana will file this before 11/8
 - e. Employee Manual -- Deborah gave Vanessa a draft to review
 - f. Board Training -- No confirmed date
6. Insurance Coverage -- Melissa will look into a new agent
7. End of Year Donation Request -- We will do this again this year

New business

1. End of Year volunteer recognition -- Get out a save the date for January. Proposed date is 1/27 but need to confirm location.
2. Open Forum -- No M&G after Thanksgiving. 12/9 will be Feline Fling and 12/10 will be Pottery Barn.

Adjournment

Determination of next meeting -- regular schedule would be 11/08/17. Will be at Deborah's house.